



Community Development Services
 Planning Division
 City of Greenwood
 300 South Madison Avenue
 Greenwood, IN 46142
 (317) 881-8698
building@greenwood.in.gov

COMMERCIAL
NEW BUILDING OR ADDITION

PERMIT APPLICATION REQUIREMENTS

10-15 Business Day Review Time

WE DO NOT OFFER ANY KIND OF EXPEDITING

WE ARE NOW ACCEPTING ELECTRONIC SUBMITTAL THROUGH EMAIL. NO PAPER COPIES ARE REQUIRED. SEND ALL REQUIRED ITEMS BELOW TO building@greenwood.in.gov.

- ☐ Application Form
- ☐ Plan Authentication Agreement
- ☐ 1 digital copy of construction plans in .pdf format
- ☐ 1 digital copy of the Site Layout showing the building pad location, dimensions and elevations, and the drainage patterns and swales
- ☐ 1 digital copy of the Erosion and Sediment Control Plan

NO FEES ARE DUE OR WILL BE ACCEPTED AT TIME OF APPLICATION

We encourage you to submit your application to us while waiting for your state design release. Any releases must be received **PRIOR TO ISSUANCE** of the building permit.

FEES DUE AT TIME OF PERMIT ISSUANCE		
Building Permit Fee	New Building	\$500 base fee plus \$50/acre of entire project plus \$0.05/sqft of building
	Addition	Less than 10,000 sqft: \$500 base fee plus \$0.05/sqft 10,000 sqft or greater: \$500 base fee plus \$0.05/sqft plus \$50/acre of affected area
Sewer Connection Permit Fee Based on Water Meter Size	For each 3/4" or 5/8" water meter	\$835.00
	For each water meter larger than 3/4" but less than 2"	\$2,087.00
	For each 2" water meter	\$8,346.00
	For each water meter over 2"	\$19,196.00
Sewer Availability Fee Based on Water Meter Size (Applicable only to new or increased sized water meter connections.)	For each 3/4" or 5/8" water meter	\$2,073.00
	For each 1" meter	\$5,389.80
	For each 1.5" meter	\$12,023.40
	For each 2" meter	\$20,730.00
	For each 3" meter	\$47,679.00
	For each 4" meter	\$84,993.00
	For each 6" meter	\$190,716.00
	For each 8" meter	\$339,972.00
Erosion and Sediment Control Permit Fee	(applicable to land disturbances greater than 10,000 sf, but less than 1 acre) CURRENTLY NO CHARGE	
Stormwater Management Permit Fee	(applicable to land disturbances of 1 acre or more) \$50.00	



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CONTACTS		
Planning Division, Office of the Building Commissioner:	Lowell Weber, Building Commissioner Tony Magnabosco, Building Inspector I Aaron Crute, Building Inspector II Peggy Deer, Administrative Assistant Website: www.greenwood.in.gov	(317) 881-8698
Stormwater Department	Chris Jones, Stormwater Superintendent Randy Weathers, Stormwater Supervisor Mike Weaver, Technician	(317) 887-4711
Greenwood Fire Department:	Tracy Rumble, Fire Marshal Bryan Brown, Deputy Fire Marshal	(317) 882-2599
White River Township Fire Dept	Mike Arany, Fire Marshal Braden Prochnow	(317) 888-8337
Johnson County Health Dept:	Food Services Plan Review and Inspection 460 N Morton St, Suite A Franklin, IN 46131	(317) 346-4365
Indiana Department of Homeland Security Construction Design Release	Filing Requirements and Fees	(317) 232-6422
	Electronic Filing Information and Assistance	(317) 232-1426
	Project Expedite	(317) 232-1426
	Web Site: http://www.in.gov/dhs/2372.htm	



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APPLICATION FOR BUILDING PERMIT

PERMIT NO.: _____

Application is hereby made for a permit to improve premises as described herein as shown in the accompanying plans and specifications, which improvement is to be located as shown on the accompanying plot plan. The information which follows and the accompanying plans, specifications and other information with the representations therein contained, are made a part of this application in reliance upon which the Planning Commission of the City of Greenwood is requested to issue a location improvement permit and any applicable sewer permits.

It is understood and agreed by this Applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, or conditional approval thereof, or any material alteration or change in the accompanying plans, specifications or improvements subsequent to the issuance of a permit in accordance with the application, without the approval of the Planning Commission shall constitute sufficient ground for the revocation of this permit.

All building construction work, alterations, repairs, or mechanical installations and appliances connected therewith and other work necessary to complete the following improvement, shall comply with the State Building Rules and Regulations, local ordinances and such other statutory provisions pertaining to this class of work, and such rules, regulations, ordinances and provisions shall be considered a part of specifications, whether specified herein or not.

DATE OF APPLICATION _____ **Date Approved** _____ **Date Issued** _____

BUSINESS OR PROJECT NAME _____

LOCATION TO BE IMPROVED Address: _____
(one application form per building)

Lot Number _____ Block _____ Section _____ Suite _____
Subdivision _____

TYPE OF IMPROVEMENT **COMMN** – New
(circle one) **COMMA** - Addition

SIZE If new building: Total Square Feet of Building _____
Total Acreage of Project _____

If addition: Total square feet to be added _____

APPROXIMATE PRICE OF PROJECT \$ _____

IS A NEW WATER METER(S) TO BE INSTALLED AS PART OF THIS PROJECT? ☐ YES ☐ NO
IS AN EXISTING WATER METER(S) SIZE TO BE INCREASED? ☐ YES ☐ NO

SIZE OF NEW WATER METER(S) _____

SIZE OF EXISTING WATER METER(S) (if applicable) _____

APPLICANT Name: _____ Phone _____
Address: _____

OWNER Name: _____ Phone _____
(if different than above)
Address: _____

	Staff Use
PERMIT FEE	\$ _____
TECH FEE (2)	\$15.00
TOTAL FEE	\$ _____

CONTRACTOR Name: _____ Phone _____
(if different than above)
Address: _____

ON-SITE CONTACT PERSON Name: _____ Phone: _____

**TRAINED INDIVIDUAL IN CHARGE OF THE MANDATORY STORMWATER POLLUTION
PREVENTION PROGRAM** (required for new construction or additions only)

Name: _____ Phone _____

Address: _____

List of Qualifications: _____

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

SIGNATURE OF APPLICANT: _____

SIGNATURE OF BUILDING COMMISSIONER: _____
(or designated representative)



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PLAN AUTHENTICATION AGREEMENT

Project Name: _____

Project Address: _____

As the person eligible and responsible for obtaining a permit or permits as required in Section 10-130 of the City of Greenwood Municipal Code, and based upon information contained within these plans, I certify that these plans are identical to those released for construction by the Indiana Department of Homeland Security, Division of Fire Safety/Plan Review. I also understand that if it is determined that these plans are not identical, all permits obtained from the City of Greenwood as a result of their submittal will be considered to be in violation of Section 10-130 of the City of Greenwood Municipal Code.

Authorized Signature

Date

Printed Name